# SPECIAL BULLETIN

O F F I C E   O F   T R A I N I N G

No.  28-75                                                    1 December 1975

TO:  All Training Officers of the Agency

SPECIAL OFFERING

INFORMATION SCIENCE FOR MANAGERS I

12-16 January 1976

The Office of Training announces a special offering of the "Information Science for Managers I" course.  This one-week, full-time course covers new methodologies for Management and Intelligence.  It is applicable to those in support and operations, as well as intelligence assignments.

This introductory-level course is designed for executives, managers, potential managers, supervisors, members of management staffs, and other senior professionals with intelligence, collection, production, support, operations, or management responsibilities.  It stresses the *application* of information systems and systematic methods of analysis by *systems users* to a variety of management and intelligence tasks.  It is not designed for skilled systems specialists, and the content of the course assumes that students have little or no scientific, technical or computer training.

Each student receives a fundamental knowledge of forecasting, probability, decision trees, sampling, correlation and regression analysis, network analysis, linear programming, resource allocation, PERT, decision-making, and other systematic methods of analysis, as they apply to management tasks in intelligence organizations.  He is introduced to the use of computer terminals and the application of computer programs to management and intelligence problems.

OBJECTIVES:

Each participant will gain an understanding of:

1.    The elementary use of computer terminals and the application of computer programs to management, support, and intelligence problems.

*(over, please)*

2.    The roles of the manager, the user, and systems professionals in defining, developing, and utilizing information systems.

3.    Forecasting, probability, decision trees, correlation and regression analysis, network analysis, linear programming, resource allocation, PERT, decision-making, and other systematic methods of analysis and management science.

4.    Rational approaches to the analysis of problems and the decision-making tasks of his organization.

ELIGIBILITY:

GS-14 officers and above from all Directorates and offices. While no previous technical, scientific, math or computer training is necessary, a general familiarity with computers and/or mathematics is helpful.  Priority will be given to previous applicants.  However, these applications must be revalidated by telephone.

STATINTL    SECURITY:

Final TOP SECRET security clearance with certification of access to S█████s required.

DATE and TIME:

12 through 16 January 1976.  0900 to 1600 hours daily, one-week, full-time.

LOCATION:

4600 N. Fairfax Drive, Arlington, Virginia (Chamber of Commerce Building).  No transportation is provided.  Detailed instructions on directions to the building and on parking will be mailed to the students prior to the start of the course.

REGISTRATION:

Form 73, "Request for Internal Training," must be submitted to STATINTL OTR/ISTB, Room 936, Chamber of Commerce Building, by 19 December 1975.  These requests will be submitted through the Training Officer of each Directorate and ████████████████████████████████ as personnel of other Intelligence Community agencies will attend this course.  Notifications of student acceptance will be made by telephone to Training Officers on or before 23 December 1975.

FURTHER INFORMATION:                                                           STATINTL

On course content, call █████████ the Course Director,
STATOTHR    on Extension████ For administrative information, call
████████████ on Extension ████████                    STATOTHR
STATINTL